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Approved For Release 2001/09/05 : CIA-RDP80B01139A000500020003-4

T/V/W-1
16 October 1964

CODIB BIOGRAPHIC TASK TEAM V

TERMS OF REFERENCE

A. Objective

To develop a plan to facilitate the processing and production of biographic intelligence information within the Intelligence Community.

B. Fact Finding

25X1B

1. Identify those large [REDACTED] biographic indexes in the Government which are routinely consulted by intelligence agencies for their security or counter-intelligence content. 25X1B

2. Concurrently with the above, identify those large (e.g. [REDACTED] cards) biographic indexes routinely consulted by intelligence agencies for their foreign (positive) intelligence content.

3. Establish the following facts concerning each of the above:

a. Size: number of cards, type of cards, single or multiple reference. 25X1B

[REDACTED]

c. Number of names searched daily: Percentage of positive and negative responses, depth of search on name variants.

d. Major users of indexes, proportion of requests from each.

e. Methods of communicating requests and responses: Forms, memoranda, teletape, transceiver, data phone; security classification of requests and responses.

f. Identifying data in conjunction with name normally included on index card.

g. General description of input, maintenance and search processing.

Group I

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Excluded from automatic
downgrading and
declassification.

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- ii. Current requirements for submission of requests.
 - i. Classification of the index.
 4. Plans for mechanization (storage and search in a computer system).

C. Review

1. Examine costs, methodology and prospects for indexes now undergoing mechanization.
2. Identify basic problems to be faced and policy decisions to be reached by each agency in planning for mechanization.
3. Identify those areas where format, methodology and equipment compatibility is required or highly desirable in name checking to obtain optimum speed, quality and economy in automating query and response.

D. Recommendations

Formulate recommendations for CODIB and USIB approval outlining policy objectives for the Community, with generalized projections of cost, manpower and time required to meet these objectives. Include specific guidelines for agencies to follow in systems planning and development.

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